



Manager's Report

for Council Meeting February 10, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Abbey Carpet Flooring Center
Ace Signs
Advanced Business & Government Solutions LLC
Affordable Closets, Inc
Battery Warehouse (new owner)
Becker, John F
Celeste, Amy
Erin Shanahan Occupational Therapy Services Inc
Frye & Wolcott CPA's
Gaea Designs
General Settlements & Title Services
Insightful Interiors
Jeanne's Jumps
Johnson Roofing Co Inc
Karen's Cleaning Services
Lighthouse Realty
Little Star Crafts
Lynn M Burnett, CMT
Maggie Moo's Ice Cream and Treatery
Mini Movers
Nader Nikkhoo
Pet Essentials LLC
Pet Peeves
Sam's Stereo (new owner)
Scholz, Susanne L
The V Group
T J Gilbride Architects Inc
Village Auto (new owner)
William N Fritz, Jr CPA
Zazu
1-800-Recovery Inc

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of January 10, 2003 through February 6, 2004:

New Hires

Steve Lucas

Wendy Wickens

Jared Lanham

Position

Maintenance Worker I

Director, Information Technology

Police Officer I

Department

Street Department

IT

Police Department

Promotions

None

Transfers

None

Separations

Resignations:

None

Position

Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT

PLANNING DIVISION:

<u>DIVISION OF CURRENT PLANNING</u> <u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF: JANUARY 7, 2004 – FEBRUARY 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Loudoun Street Expansion – Town Government Center (6-12 Loudoun Street, SW)	Floor plan and street frontage design	2 nd	Floorplan layout and street frontage design review
Beauregard Estates, Phase 5 (200 Block of Lawson Road)	Construction Drawings	5 th	Construction of nine single family detached residential dwellings
Jafari Office Building (40 Sycolin Road)	P/F Development Plan/ Planning Commission Action Item Staff Report	3 rd	Construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses
Potomac Crossing Park (end of Shanks Evans Drive)	P/F Development Plan/ Planning Commission 1 st Submission Briefing Staff Report		Construction of a Town-maintained park including ballfield, tennis courts, multipurpose courts and related parking
River Creek, Section 4C, Phase 7, Landbay "P" (River Creek subdivision in Loudoun County)	Easement Plat and Deed	2 nd	Various on-site easements
Holy Trinity Lutheran Church (605 West Market Street)	Preliminary Final Development Plan	1 st	Construction of an 18,118 square foot church building addition

Edwards Landing, Phase 3 – Lots 248 thru 257	Revision to approved Construction Drawings	1 st	Regrading and landscaping on backyard slope
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JANUARY 7, 2004 – JANUARY 22, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Loudoun Street Expansion – Town Government Center (6-12 Loudoun Street, SW)	Floor plan and street frontage design	2 nd	Floor plan layout and street frontage design review
River Creek, Section 4C, Phase 7, Landbay “P” (River Creek subdivision in Loudoun County)	Easement Plat and Deed	2 nd	Various on-site easements
Edwards Landing, Phase 3 – Lots 248 thru 257	Revision to approved Construction Drawings	1 st	Regrading and landscaping on backyard slope
Airport Terminal Building Expansion & Parking Improvements (991 Sycolin Road, SE)	Revision to approved Landscape Plan	1 st	Redesign of landscape plan for parking lot and terminal building entrance
Hawks View Glen (adjacent to Fox Chapel at Tudor Knolls Condominium)	Construction Drawings	4 th	Construction of 36 townhouse units
Hawks View Glen (adjacent to Fox Chapel at Tudor Knolls Condominium)	Final Subdivision Plat and Deed	2 nd	Subdivision of 36 townhouse lots
First Citizens Bank On-site Easements (40 Catoctin Circle, NE)	Easement Plat	3 rd	Various on-site easements related to the construction of a 8,648 square foot bank
Dulles Motor Cars (212 Catoctin Circle, SE)	No Adverse Impact Plan	1 st	Retrofitting and construction of 10,800 square feet of vehicle sales at the old Southern States building
Town Bus Shelters (Harrison Street & Heritage Way)	Capital Improvement Project	1 st	Construction of bus shelters adjacent to the County office building and the Shenandoah Office building near Walmart
Tavistock Farms, Section 15, 16 and 17/Arcadia (across Tavistock Drive from Cool Springs Elementary)	Easement Plat	1 st	Various on-site easements related to development of 108 condominiums units
Battlefield Marketplace (adjacent to Kohls)	Easement Plat	1 st	Various on-site easements related to the construction of Target
Beauregard Estates Phase 5	Deed	1 st	Subdivision of 9 lots and one open space dedication on 10 acres
Mobil Carwash	No Adverse Impact Plan	1 st	912 sq ft single lane carwash adjacent to an existing gas station
Potomac Station, Section 8I	Revisions to Approved Construction Drawings	2 nd	Revising berm and landscaping along backyards and abutting street

ZONING DIVISION**Zoning Permits Issued Residential**

Hamlets at Leesburg 6 SFA/Duplex @ \$120,000

Potomac Station 1 SFD @ \$105,000 & 5 SFA @ \$45,000

Potomac Crossing 4 SFD @ \$105,000 & 8 SFA @ \$55,000

Zoning Permits Issued Commercial

19 Fort Evans SE interior fit-up \$3000.00
623-625 Potomac Station Drive N.E. new retail Shell bldg. \$200,000 Potomac Station Retail
623 Potomac Station Drive NE tenant fit-up \$10,000 Potomac Station Retail
625 Potomac Station Drive NE tenant fit-up \$ 10,000 Potomac Station Retail
502 S. King Street SE refurbish canopy Shell Gas station \$6000.00
653 Potomac Station DR. NE tenant fit-up Subway \$15,000 Potomac Station Retail
541 E. Market Street interior/alteration restaurant \$21,000 Bellwood Shopping Ctr.
212 Catoctin Circle S.E interior alteration \$600,000
616 Market Street N.E. interior alteration \$75,000
19-23 E. Market ST re-roof \$17,000
241 Ft Evans Rd NE Interior fit-up \$55,000 Leesburg Corner Outlet Mall
1063 Edwards Ferry RD NE interior fit-up \$96,000 Battlefield Shopping Ctr.
683 Potomac Station DR NE Monument Sign \$20,000
609 Potomac Station Dr NE Monument Sign \$20,000

Occupancy Permits Issued Residential

Potomac Crossing 3 SFA 5 SFD
Hamlets at Leesburg 2 SFA/Duplex
Potomac Station 2 SFD
Kincaid Forest 2 SFA
Edwards Landing 15 SFA 2 SFD
Stowers 7 SFD
Drymill 1 SFD

Occupancy Permits Issued Commercial

20 Catoctin Circle SE Bank
520 Evergreen Mill RD. SE Heritage H.S.
520 Evergreen Mill RD. SE Heritage H.S. Maintenance Bldg.
520 Evergreen Mill RD. SE Heritage H.S. Concession Bldg.
520 Evergreen Mill RD. SE Heritage H.S Stadium restrooms
520 Evergreen Mill RD. SE Heritage H.S ticket booth
520 Evergreen Mill RD. SE Heritage H.S Bleachers
803 Sycolin RD SE # 204 Interior Airpark

Special Exceptions

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. This application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. Due to inclement weather the **Council public hearing** scheduled for January 27, 2004 has been rescheduled to **February 24, 2004**.
2. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass. This application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to

recommend approval of the application to Council with conditions. Due to inclement weather the **Council public hearing** scheduled for January 27, 2004 has been rescheduled to **February 24, 2004**.

3. SE 2002-12 KFC/A&W: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The **Planning Commission** work session was held on January 15, 2004 and the **public hearing** is scheduled for **February 5, 2004**.
4. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
5. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
6. SE 2004-0001 Animal Emergency Hospital: Located at 741 Miller Drive in the Airpark Commerce Park adjacent to the Leesburg Municipal Airport. The applicant Animal Emergency Critical Care Associates, P.C., seeks special exception approval for a 11,500 square foot veterinary clinic in an existing building in the I-1 (Industrial Research Park) District. The plans were accepted for review on February 2, 2004 and are currently under review.
7. Leesburg Plaza Bank (case number unassigned): Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a bank with drive through lanes on an existing undeveloped pad site. The plans were rejected for review on January 23, 2004. The applicant is currently working on resubmission of the application.

Rezoning

1. ZM 2003-0003 Leesburg Central Rezoning: Located in the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and revised plans have been submitted twice. The **Planning Commission public hearing** was held on January 15, 2004. The post-public hearing meeting is scheduled for **February 5, 2004**.

2. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
3. ZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.
4. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The plans were submitted on January 30, 2004 and are currently under review for official acceptance for processing.

Town Plan Amendments

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003 and is currently under review.
2. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The amendment was submitted on January 30, 2004 and is currently under review for official acceptance for processing.

Zoning Ordinance Amendments

No Zoning Ordinance Amendments are being processed at this time.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: Applicant PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. The case is scheduled for hearing on March 1, 2004.

Zoning Ordinance Amendments

No Zoning Ordinance Amendments are being processed at this time.

Board of Zoning Appeals Cases

There are no BZA cases scheduled at this time.

WATER & SEWER ADMINISTRATION

- 36 Public Facility permits issued totaling \$371,922.00
- 42 work orders issued for meter sets
- 57 requests for occupancy inspection were issued

Capital Projects Update

- Water Meter Conversion – The project has been completed and contractor moved out. We are still experiencing minor problems and contractor has been addressing this.
- Three plans and four requests for modeling were received for review within the service area.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant are in progress and proceeding according to schedule.
- Updates were made to the Utility section of town's website by providing additional links and information.
- Interviews have been conducted for selection of an engineering firm for the engineering services for the Water Pollution Control Facility expansion.
- Several meeting were held with the developers and engineers to review upcoming projects.

Utility Lines Division**Training**

- Hank Woodward, Rusty Cromer attended training on maintenance programs for cleaning and collecting of data
- Utilities Lines Division held their monthly safety meeting on Employee Safety
- Jamie Morin, Hank Woodward, Scott Lincoln, Mark Baker, Mark Hutchison and Mike Osman attended Outlook training.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water/sewer lines for contractors & citizens
- vehicle and ditch maintenance
- bush hogging

Summary Programs

- Staff performed complete maintenance on 37 fire hydrants
- 28 new connections to town utility system
- 6 Total number of water leak repairs
- Responded to 350 requests to locate utilities (Miss Utility).

COMMUNITY ENHANCEMENT TEAM ACTIVITY TO DATE:**Structure/organizational**

- Obtained Town Manager and Council support
- Set monthly meeting schedule with the Police Department, Planning, Zoning and Development, Utilities, Parks, Economic Development, Engineering and Public Works, Information Technology, and others (including director participation)
- Conducted tour of neighborhoods for Town Directors
 - Helped provide general familiarity, insight during Community Development Block Grant brainstorming sessions
 - Identified interest: follow-up with Heritage Square community on status of community center rebuild (plans ready for bid) and potential to address multiple facets of quality of life simultaneously- youth, recreational, and crime prevention
- Feedback to Planning and Zoning during Community Development Block Grant proposal development
- Consolidating multiple town community group/Home Owners Association lists to redistribute town-wide
- Will identify community group meetings and attend to offer services, speakers, receive feedback
- Identified suitable mail list software to support outreach and general government information messages via e-mail and website for multiple program uses (department announcements, updates, reminders)
- Identified a financial “sponsor” for purchasing the software- ED

Outreach activities

- Contacted Virginia's Community Association Liaison in the fall to consider Leesburg visit- 1st Visit in Loudoun County
 - Liaison to explain state law
 - Departments, including Balch Library, will have booths and materials
 - Obtain sign ups for potential mail lists
- Prepared an ad to advertise staff availability for “speakers bureau” to attend community meetings (to be released)
- Updated the Leesburg Questions from A-Z for distribution on 1/21 (future reprint)
- Currently translating Leesburg A-Z into Spanish (future reprint) for availability on 1/21
- Drafting a short e-mail newsletter to Home Owner Associations and media on general happenings, items of interest- have solicited requests for topics (draft in progress)

Coming soon

- Meeting with County agencies, La Voz and other groups.
- Snow removal public service announcements and other outreach to remind businesses of their obligation

TOWN OF LEESBURG

Full-time vacancies as of February 6, 2004

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√					
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng & PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Maintenance Worker II	12/30/03	√	√				
	1	Maintenance Worker I	11/24/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√				
	1	Director of Finance	10/21/03	On hold					
<i>IT</i>	1	Webmaster	12/30/03	√	√				
<i>P&R</i>	1	Recreation Program Mgr	12/30/03	√	√				
	1	Custodian	1/6/04	√					
<i>P & Z</i>	1	Senior Planner	7/01/03	√	√	√	√		
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	√	√		
	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
<i>Water Supply</i>	1	Assistant Superintendent	11/17/03	√	√	√	√		
	1	Utility Plant Supervisor	1/12/04	√	√				
<u>TOTAL</u>	22								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe